

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
1st Floor Conference Room, Oneida County Courthouse
February 15, 2017

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Billy Fried, Sonny Paszak, Carol Pederson

LRES COMMITTEE MEMBES ABSENT: Dave Hintz

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Mary Rideout (Social Services); Tracy Hartman (County Clerk); John Bilogan (Forestry); Jack Flint (Information Technology Services); Alan Van Raalte, Bill Freudenberg (County Board); Kevin Boneske (Star Journal); Nick Sabato (Lakeland Times)

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the 1st Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Paszak to approve today's agenda. Second by Pederson. All members present voting 'Aye'. Motion carried.

APPROVE MINUTES

Smith requests to add the language after the closed session Medical Examiner motion to include "to be funded through Contingency Fund". Motion by Fried to approve the amended minutes of the January 24, 2017 meeting as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Charbarneau reviewed bills and vouchers; brief discussion held. Motion by Paszak to pay the vouchers and bills as presented. Second by Fried. All members present voting 'Aye'. Motion carried.

SOCIAL WORKER VACANCY REVIEW APPEAL AND SUBSEQUENT SOCIAL WORKER VACANCIES BASED ON INTERNAL MOVEMENT

Rideout reports that a social worker in her Children and Family unit has now given notice due to relocating to Chippewa County. This is the first vacancy in this unit in two years and this social worker handles juveniles and delinquency. Rideout anticipates that there may be interest by other employees in the Children and Family unit to move to the juvenile position. Rideout feels that this unit is already short staffed and in addition to filling this vacancy, she may be asking for an additional social worker for the unit in the future. Discussion held on the upcoming July 1st start of implementing Family Care and the amount of work needing to be done prior to full implementation in January 2018. Initially it was thought that some Social Worker positions in the Adult unit may need to be eliminated due to Family Care but Rideout now feels with the vacancies she has, she is more worried about maintaining staff levels then needing to eliminate staff. Discussion held on fiscal impact statement and Family Care MCO's (Managed Care Organizations) hiring county social workers as they take on Family Care. Rideout feels it's important to do what we can to retain the social workers we have so they don't get recruited to the MCO, which is already starting to occur in Vilas County. Further discussion held. Motion by Fried to approve the Social Worker vacancy review appeal. Second by Cushing. All members present voting 'Aye'. Motion carried.

MECHANIC/EQUIPMENT OPERATOR VACANCY REVIEW APPEAL

Charbarneau states that short notice to terminate employment was given by the employee in this position and due to snowplowing season still in effect, the position needs to be filled as soon as possible. Brief discussion held. Motion by Paszak to approve the Mechanic/Equipment Operator vacancy review appeal, and to hire as soon as possible. All members present voting 'Aye'. Motion carried.

RECLASSIFICATION OF CHIEF DEPUTY AND DEPUTY CLERK POSITIONS IN COUNTY CLERK'S OFFICE

Hartman discussed her reclassification request, and the changes she made to the job descriptions for these positions so they match the Chief Deputy and Deputy I requirements in other county offices. The requirements for the positions are now higher and Hartman feels the wages should reflect the increased qualifications needed for these positions. Hartman notes that the increases will be supported by her current budget, not contingency fund, due to the employees previously in these positions in 2016 were at higher wage steps than the current new employees. Fried voiced his concerns over the request, the need to remain consistent on these requests and the limited resources available to support future reclassification requests so early in the budget year. Discussion held on the need for a reclassification policy and procedure so the Committee can remain consistent and have guidance on future requests. Smith discussed how reclassifications were handled when she worked at Shawano County, noting most requests went back to Carlson-Dettman for review with a cost approximately at \$250.00. This allowed for reclassification requests to be looked at based on the whole wage schedule in order to maintain accuracy. Fried states that he feels reclassifications should be handled in-house in order to save money and use current resources available within the county. Charbarneau states that when the Carlson-Dettman study was done, these two positions should have been placed in corresponding grade levels as other deputy positions in Elected Official offices. However, the prior clerk was unwilling to update job descriptions reflecting a change to education and experience. Cushing feels this request is warranted given the updated job descriptions. Motion by Cushing to approve the reclassification of the Chief Deputy and Deputy Clerk positions in the County Clerk's Office. Second by Pederson. Cushing, Paszak, Pederson voting 'Aye'. Fried voting 'Nay'. Motion carried.

RESOLUTION: RECLASSIFICATION OF CHIEF DEPUTY AND DEPUTY CLERK

Charbarneau presented resolution, noting that the resolution would go into effect beginning the next payroll after County Board approval. Motion by Cushing to move forward with the resolution. Second by Pederson. Cushing, Paszak, Pederson voting 'Aye'. Fried voting 'Nay'. Motion carried.

RECLASSIFICATION OF FORESTRY DIRECTOR POSITION

Charbarneau presented Bilogan's request for a reclassification of his position, noting that due to Bilogan being at the top of the wage schedule, this reclassification would have no fiscal impact. Bilogan discussed wage comparables with other counties, structures of different county's forestry and recreation departments, and the previous wage study done for Oneida County; Charbarneau elaborated on the information provided by Bilogan. Charbarneau agrees that the Forestry Director position may have been scored wrong on the Carlson-Dettmann wage study in the areas of education and challenges/problem solving. Fried discussed his concerns on reviewing a position based on the person rather than the needs and value the position brings to the county. Van Raalte spoke on behalf of the Forestry, Land and Recreation Committee who has already approved this reclassification. Pederson notes that Oneida County has great snowmobile trails and even though snowmobile clubs and Forestry staff help make these trails possible, a good Forestry Director is needed in order to manage the large trail system. Fried voiced further concerns on reclassification requests. Charbarneau states the request for reclassification is based on the position, not the person in the position. If the position were vacant, this would be the requirements for a new hire. Cushing feels that based on the updated job description and no fiscal

impact, this reclassification should be approved. Van Raalte provided additional input on the importance of providing good wages for jobs requiring high levels of responsibility and skill, and discussed the IT Director recruitment in late 2015 as an example. Motion by Paszak to approve the reclassification of the Forestry Director position. Second by Pederson. All members present voting 'Aye'. Motion carried.

RESOLUTION: RECLASSIFICATION OF FORESTRY DIRECTOR

Resolution provided for review and signature by Committee members. Motion by Cushing to approve the resolution to reclassify the Forestry Director position and forward to the March County Board meeting for approval. Second by Paszak. All members present voting 'Aye'. Motion carried.

MEDICAL EXAMINER DUTIES AND RESPONSIBILITIES

Charbarneau notes that the Medical Examiner will be unable to attend the meeting this morning due to unforeseen issues. Charbarneau states she has discussed this topic with Cushing and it was suggested that this topic be put on a future County Board agenda so that all of the County Board members can better understand this position. Charbarneau also suggests that this may want to be done with other departments in order to better educate the County Board on the different departments and functions within Oneida County; Committee agreed.

CLOSED SESSION

Motion by Fried, second by Paszak to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: Computer Technician/Help Desk I compensation, approve closed session minutes of January 24, 2017 meeting)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:05 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith, Flint

RETURN TO OPEN SESSION

Motion by Cushing, second by Pederson for Committee to return to open session at 10:12 a.m. All members present voting 'Aye'. Motion carried.

In closed session, the following motions were made and approved unanimously by the Committee:

- The Computer Technician/Help Desk I position was approved at Step 4 (\$19.87 per hour).
- The January 24, 2017 closed session minutes were approved as presented.

WELLNESS/HEALTH UPDATE

None

OUT-OF-COUNTY TRAVEL

Charbarneau states there is a conference titled "Leading Multi-Generational Teams" in Stevens Point on February 20, 2017. Also, County Mutual will be holding an Insurance Contacts Forum in Stevens Point on March 28, 2017. Charbarneau states if any Committee members are interested in attending either of these events, they should let her know.

FUTURE MEETING DATES

March 2, 2017 at 11:00 a.m.

March 22, 2017 at 9:00 a.m.

March 29, 2017 at 9:00 a.m.

FUTURE AGENDA TOPICS

Employee Handbook and County Code review (March 29th meeting)

PUBLIC COMMENTS

Fried commented on possible education needed for this Committee in preparation of the upcoming implementation of Family Care. Discussion held.

ADJOURNMENT

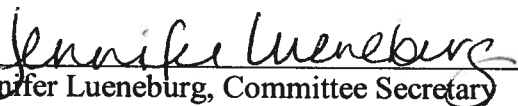
Motion by Fried to adjourn. Second by Cushing. All members present voting 'Aye'. Motion carried.
Meeting adjourned at 10:25 a.m.



Ted Cushing, Chairman/LRES Committee

3/2/17

Date



Jennifer Lueneburg, Committee Secretary

3/2/2017

Date